

SPAM 10958

CONSTITUTION AND LAWS

of the

**Lumberworkers
Industrial Union**

—OF THE—

One Big Union

Adopted January, 1919
Amended July, 1919

**Headquarters: 61 Cordova Street West
Vancouver, B. C.**

—Workers of the World Unite—

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INDEX

Preamble of the One Big Union.

Article I.

- Sec. 1. Name and Affiliations.
- Sec. 2. Scope, Purpose, Headquarters.
- Sec. 3. Wage-workers Only Eligible.
- Sec. 4. Foremen Can Join.
- Sec. 5. Business and General Meetings
Election of Officers.
- Sec. 6. Limit of Expenditure by Business Meeting.
- Sec. 7. Officers and Executive, How Elected.
- Sec. 8. Qualification for Executive Committee.
- Sec. 9. Restrictions of Executive Members.
- Sec. 10. Retaining Membership on Committees.
- Sec. 11. Suspension of Officials.
- Sec. 12. Employment Agent.

Article II.

- Sec. 1. Duties of Secretary-Treasurer.
- Sec. 2. Issuing of Cheques.
- Sec. 3. Auditing of Books.
- Sec. 4. Receipts for Every Transaction.
- Sec. 5. Bank Account.
- Sec. 6. Bonding Secretary-Treasurer.
- Sec. 7. Filling Vacancy.
- Sec. 8. Bank Transactions.
- Sec. 9. Communications on File.

Article III.

- Sec. 1. Delegates, Commission and Expenses.
- Sec. 2. Election of Delegate.
- Sec. 3. Delegates' Reports.
- Sec. 4. Advisory Committee.
- Sec. 5. Camp Committee.

Article IV.

- Sec. 1. Entrance Fee and Dues.
- Sec. 2. Members Joining from Other Organizations, or Rejoining.
- Sec. 3. Ex-Service Men.
- Sec. 4. Joining Members' Privileges.
- Sec. 5. Sick Members Exempt from Dues.
- Sec. 6. Members in Arrears.
- Sec. 7. B. C. Federationist, Free to Members.
- Sec. 8. Accusations Against Members or Officials.
- Sec. 9. Abolition of Contracts, Piece Work or Bonus System.
- Sec. 10. Doing Two Men's Work.
- Sec. 11. Opposing Applications for Membership.
- Sec. 12. Free Legal Advice.

Article V.

- Sec. 1. The Worker.
- Sec. 2. Election of Editor.
- Sec. 3. Term of Office.
- Sec. 4. Absence of Editor.
- Sec. 5. Filling Vacancy for Editor.
- Sec. 6. Editor's Salary.

Article VI.

- Sec. 1. District Offices.
 - Sec. 2. Convention.
 - Sec. 3. General Strike Votes and Amending Constitution.
 - Sec. 4. Referendum Ballot Sheets.
 - Sec. 5. Sending Out Organizers.
 - Sec. 6. Financial Assistance to Strikers.
 - Sec. 7. Strikers Picketing Jobs.
 - Sec. 8. Camps on Unfair List.
 - Sec. 9. Drawing Strike-Pay Whilst Working.
 - Sec. 10. Educational Meetings.
 - Sec. 11. Employment Office.
 - Sec. 12. Order of Business.
- Constitution and Laws of the O. B. U.
How to Conduct Meetings.
Instructions to Delegates.

Preamble of the One Big Union

Modern industrial society is divided into two classes, those who possess and do not produce, and those who produce and do not possess. Alongside this main division all other classifications fade into insignificance. Between these two classes a continual struggle takes place. As with buyers and sellers of any commodity there exists a struggle on the one hand of the buyer to buy as cheaply as possible, and on the other, of the seller to sell for as much as possible, so with the buyers and sellers of

labor power. In the struggle over the purchase and sale of labor power the buyers are always masters—the sellers always workers. From this fact arises the inevitable class struggle.

As industry develops and ownership becomes concentrated more and more into fewer hands as the control of the economic forces of society become more and more the sole property of imperialistic finance, it becomes apparent that the workers, in order to sell their labor power with any degree of success, must extend their forms of organization in accordance with changing industrial methods. Compelled to organize for self defense, they are further compelled to educate themselves in preparation for the social change which economic developments will produce whether we seek it or not.

The One Big Union, therefore, seeks to organize the wage worker, not according to craft, but according to industry; according to class and class needs. We, therefore, call upon all workers to organize irrespective of nationality, sex, or craft into a workers' organization, so that we may be enabled to more successfully carry on the everyday fight over wages, hours of work, etc., and prepare ourselves for the day when production for profit shall be replaced by production for use.

Workers of the World Unite.

Constitution and Laws of the Lumberworkers' Industrial Union of the O. B. U.

ARTICLE I.

Sec. 1. The organization shall be known as the LUMBER WORKERS' INDUSTRIAL UNION OF THE ONE BIG UNION. It shall be affiliated with the B. C. Federation of Labor, The Vancouver Trades and Labor Council and the One Big Union.

Sec. 2. It shall be industrial in its scope and any wage worker in the lumber industry or construction camps is eligible for membership. The purpose of the Union is to advance and maintain the social and economic interests of its members. The headquarters to be in Vancouver.

Sec. 3. None but actual wage-workers are eligible for membership.

Sec. 4. Foremen can join but cannot hold office.

Sec. 5. Regular meetings to be held in Vancouver on the second and fourth Sundays of every month at 2 p.m. The first meetings in January and July to be General Meetings, at which the officers for the ensuing term shall be elected.

Sec. 6. No business meeting held at Headquarters shall have power to vote any more than One Hundred Dollars (\$100), without consulting all members of the Executive Board. If the majority of the members of the Executive Board vote in favor of spending any sum more than \$100, the Secretary shall then have power to sign a cheque for the amount that the Executive Board voted in favor of.

Sec. 7. The officers will consist of a Secretary-Treasurer and an Executive Committee composed of one member from each district, elected by the members in that district, and nine members elected at large. Officers and committees shall be elected for a period of six months, or until a successor is elected, except where other provisions are made governing their office.

Sec. 8. All members of the Executive Board must have been active on the job either as camp delegate or former member of the Executive some time during the six months previous to nomination. All future members of the Executive Board must be able to prove to the general meeting that they are bona fide workers and have been active on the job.

Sec. 9. No member of the Executive Board shall, whilst holding that office, sit upon a committee formed to enquire into or report upon past, present or future

management, but their advice may be solicited as and when required.

Sec. 10. No one shall retain membership on either the advisory or the Executive Board longer than (2) months unless they have been active (2) months in some way under the jurisdiction of the Team-Workers' Industrial Union.

Sec. 11. Upon their own initiative or upon the complaint of the business meeting, the Executive Committee shall have power to suspend any official who exceeds his authority or fails to fulfill his duties, and if the complaint is deemed well-founded the matter of recall shall be immediately submitted to a referendum vote of the entire membership.

Sec. 12. When deemed necessary, the Executive Committee may appoint an employment agent who shall attend to the distribution of literature and give such further assistance in the office as his other duties may permit, the expenditure on literature not to exceed one hundred dollars (\$100) per month, and all details of expenditure to be given at a regular meeting. The selection of literature to be in the hands of the business meeting.

ARTICLE II.

Sec. 1. The Secretary-Treasurer is authorized to obtain such equipment as neces-

sary for the efficient conduct of the business, and generally to conduct the business of the organization not otherwise provided for.

Sec. 2. All accounts ^{to be paid by cheque} signed by ^{by} the Vice-President or ~~com~~ General Secretary of the Vancouver Trades and Labor Council to whom the Secretary-Treasurer must present a voucher for each cheque, stating the purpose for which the payment is to be made. The person countersigning may, if he so desire, satisfy himself of the justification for the proposed payment, and if he deem the circumstances warrant, may withhold his signature until authorized to sign by the Vancouver Trades and Labor Council or its executive.

Sec. 3. The books of the Union are to be audited every month by a firm of chartered accountants, who shall prepare a financial statement every three months, which shall be published in the official union paper.

Sec. 4. Receipts must be given and received for every financial transaction.

Sec. 5. The funds must be deposited in a chartered bank in the name of the Union.

Sec. 6. The Secretary-Treasurer must be bonded for One Thousand Dollars.

Sec. 7. Should the office of Secretary-Treasurer become vacant through some

unexpected cause, the Executive of the Vancouver Trades and Labor Council shall appoint a temporary officer until such a time as the Executive Board or the general meeting of the Union can make other arrangements.

Sec. 8. The Secretary-Treasurer is authorized to make all deposits and transact all business with the Bank except as otherwise provided for.

Sec. 9. Copies to be kept on file in the office of all communications sent out.

ARTICLE III.

Sec. 1. Delegates are entitled to a commission of 50c for each new member signed up, also to deduct expenses incurred in collecting and remitting money.

Sec. 2. The members in each camp must hold meetings and elect one of their number as camp delegate, who will act as the official representative of the Union on the job, and who will immediately he is elected communicate with the headquarters so that the necessary credentials and supplies can be furnished to him.

Sec. 3. The Camp Delegate must make regular reports to headquarters upon the official forms which are furnished for the purpose.

Sec. 4. Any Camp Delegate coming into town shall automatically become a member of an Advisory Committee to advise

and consult with the Secretary and Executive Board on any question that they may require advice upon. The Advisory Committee to meet every Monday afternoon at 3 p.m.

Sec. 5. A committee of three shall be appointed in each camp by the members in camp to assist and confer with the delegate on any important subject that may arise and in the event of a camp delegate being fired whilst in, or because of his pursuit of the business of the Union, in the camp where such takes place the members shall call a meeting and take such action as necessary to protect the interests of the members of the organization.

ARTICLE IV.

Sec. 1. Entrance fee shall be One Dollar, and monthly dues, One Dollar.

Sec. 2. Any applicant for membership carrying a current or paid up card in any other wage workers' labor organization will be admitted without payment of entrance fee. Members who leave the Union to engage in other occupations, and join the union of that occupation, will, upon application, be readmitted without payment of back dues.

Sec. 3. Ex-service men applying for membership are admitted without payment of entrance fee upon production of their service papers.

Sec. 4. Joining members paying entrance fee only are not entitled to attend meetings or take any part in the business of the organization for a longer period than thirty days from date of joining until they have also paid dues.

Sec. 5. Members producing proof of sickness, or accident, lasting over a month are exempt from dues during the period of their disability.

Sec. 6. Members owing more than three months dues are in bad standing and not eligible to attend meetings, to take any part in the business of the Union, to use headquarters or claim any of the privileges of membership until all back dues have been paid.

Sec. 7. If desired, the B. C. Federationist will be forwarded to each member weekly whilst dues are paid, or a bundle order will be sent to each camp equal to one paper for three members, the balance of order being made up of other working class papers.

Sec. 8. Any member making an accusation or insinuation, against any other member or official of the Union shall be compelled to prove the charge at the regular or special business meeting of the organization, and if he fails to do so he shall make a public apology to the offended member or official at the regular or special meeting. In the event of his refusal to apologize,

his membership card shall be suspended until such time as he complies with the decision of the meeting.

Sec. 9. All members shall cease to take contracts, work by piece work, or by bonus system after January 1st, 1920.

Sec. 10. No member shall be permitted for more than one week to fill a job that has been held by more than one man in the past.

Sec. 11. Any member objecting to another's membership or opposing an applicant being received into the Union, must state the objection in writing so that it can be properly investigated by a committee appointed by regular meeting to investigate and report upon the merits of the objection. If the member making the objection fails to substantiate it, he shall be subject to such penalty as shall be imposed by the meeting on the recommendation of the investigation committee. No personal grievances between members to be discussed in regular meeting.

Sec. 12. The Union and its members with paid-up dues, are entitled to legal advice and assistance, which does not entail court action or out-of-pocket expenses, without charge beyond the retaining fee paid by the organization.

ARTICLE V.

Sec. 1. "The Worker" shall consist of not less than eight (8) pages, and shall be

published at least once a week; (b) any member shall have the privilege to express his views in "The Worker," of general interest to the working class and the L. W. I. U. in particular, i.e., the encouragement of discussions; (c) no articles of polemic shall take up more than half page in any one issue, and no delegates report shall take up more than one-third of a page in any issue unless the editor considers it of sufficient importance to take up broader space; (d) the editor shall have the privilege of making comment on any article.

Sec. 2. The editor of "The Worker" shall be elected by general meetings or referendum vote.

Sec. 3. He shall hold office for six months and can be nominated and re-elected.

Sec. 4. In the case of short absence of the editor, the Secretary-Treasurer shall edit "The Worker."

Sec. 5. If the editor's position is vacated before the term is up, the Executive Committee shall put another editor in office until general meeting come in session.

Sec. 6. The editor's salary shall be forty dollars (\$40.00) per week, and he shall assist the office staff if time permits.

ARTICLE VI.

Sec. 1. District Headquarters shall be established at such points as may tend to

more effective organization and to enable the Local membership to take charge of local affairs. Each District will be assessed 50c per capita monthly to defray the expenses of the O. B. U. per capita of 10c. The B. C. Federationist, The Worker, auditing and checking accounts and the creation of a central fund for general organization or administrative purposes.

Sec. 2. Conventions shall consist of delegates elected by members in camp, and members of the Executive. Decisions arrived at by the convention shall be submitted to referendum vote.

Sec. 3. Only at General Meetings or by a referendum vote of the membership can the constitution be altered, or a general strike vote be taken.

Sec. 4. In order to safeguard the counting of referendum votes, each camp shall be sent a separate ballot sheet and the camp vote be published in "The Worker" for the information of the membership of each camp.

Sec. 5. No organizer shall be sent out from headquarters without the sanction of the Advisory Committee.

Sec. 6. Members going out on strike in camps or localities do so with an understanding that Vancouver Headquarters does not necessarily have to give them financial assistance.

Sec. 7. All members who go out on strike in any individual camp shall stay by the strike they started and not go to work in any other camp, and all members of this organization who come out on either an individual, general, or sympathetic strike shall stay as near the camp as possible and picket the job.

Sec. 8. Camps shall not be put on the unfair list when there has been simply a walk out.

Sec. 9. Any member accepting strike pay from the organization and at the same time working on another job, shall be expelled from the Union.

Sec. 10. Any twenty-five (25) members shall be permitted, if they so desire, to hold meetings for educational purposes when room is available. The members taking part in this meeting shall not have the power to vote away any funds or pass any by-laws effecting the organization.

Sec. 11. The Union shall establish an employment office of its own and all members of this organization shall cease patronizing, as far as possible, all other employment offices.

Order of Business.

Election of Chairman.

Reading of Minutes.

Special Correspondence.

Reports.

Executive Committee.

Hospital Committee.

Literature Committee.

Other Committees.

Trades and Labor Delegates.

Organizers and Camp Delegates.

Treasurer's Report.

Secretary's Report.

Other Officers' Reports.

Unfinished Business.

New Business.

Good and Welfare.

Adjournment.

Constitution and Laws of the O. B. U.

Name.

Clause 1. The name of the organization shall be the ONE BIG UNION.

Membership.

Clause 2. Membership in the O. B. U. shall be open to all wage-workers.

Initiation Fee.

Clause 3. The maximum initiation fee to be charged by local units for new members shall be One Dollar.

Shop Cards.

Clause 4. Union shop cards shall be issued to those local units desiring same for display in such places of employment where all the employees are members of the O. B. U.

Certificates.

Clause 5. Certificates shall be issued to Central Labor Councils and District Boards and isolated units; said certificates shall designate the jurisdiction of the organization to which they are issued.

Executive Board.

Clause 6. A General Executive Board shall be elected consisting of a chairman, secretary and representatives of the var-

ious industries (number to be set by the next convention.)

Clause 7. The General Executive Board shall be elected for a period of six months by and from the duly accredited delegates attending conventions. The Executive Board shall remain in office until their successors are elected. The wages of the officers of the General Executive Board shall be \$40 per week. Expenses of organizers away from home shall be \$4 per day.

Clause 8. The members of the General Executive Board shall act as general organizers; they shall at all times be in active touch, and conversant with, the industry which they represent, and shall be at all times under the general direction of the chairman.

Clause 9. It shall be the duty of the chairman to preside at all meetings of the General Executive Board. He shall have charge of, and be responsible for, the general administration of the organization.

Clause 10. It shall be the duty of the general secretary to keep a true account of all monies received, and all monies paid out; he shall deposit all monies or cheques received by him in such bank or banks as may be named by the Executive Board; he shall be at all times in a position to render to the Executive Board an account of the financial condition of the organization; he

shall keep the minutes of all meetings of the General Executive Board in a book provided for that purpose; he shall pay all bills when satisfied of their correctness, and shall sign all cheques; he shall be bonded in a responsible surety company for the sum of five thousand dollars (\$5000) and the bond shall be approved of and paid for by the General Executive Board.

Recall.

Clause 11. A member holding office on the General Executive Board must at all times maintain his credential both from his own local unit to Central Council or District Board, and from his Central Council or District Board to the convention. Any local unit withdrawing the credential of an Executive Board member from Local Central Council or District Board shall provide statement for reason for so doing, and Central Council or District Board shall immediately make a full investigation. Should the recall, as instituted by local unit be warranted the Central Council or District Board shall then revoke credential as held by Executive Board member, and request Executive Board to immediately fill the vacancy.

Clause 12. Any officer of the O. B. U. may be recalled by a majority vote of the District Board or Central Labor Council which sent said officer to the convention.

Clause 13. The General Executive Board shall fill vacancies occurring on said Board by choosing a representative from the same industrial division.

Clause 14. Meetings to determine the recall of any officer, whether of local unit, Central Council, District Board, or General Executive Board must be specially summoned, all members being notified.

Clause 15. Local units, whose delegates on Central Council or District Board have been elected to membership on the General Executive Board, shall fill vacancy on Central Council or District Board by electing an alternate delegate.

Conventions

Clause 16. This organization shall meet in convention every six months, the convention call to be issued by the General Executive Board.

Clause 17. The conventions shall consist of delegates from Central Labor Councils and District Boards on the following basis of representation:

Clause 18. One delegate for 2000 members or less, and one additional delegate for each additional 2000 members or major fraction thereof.

Clause 19. All conventions of the O. B. U. shall pool transportation of the delegates. Transportation to mean railway or steamship fare only.

Clause 20. Each convention shall fix the date and locality for the succeeding convention.

Clause 21. The General Executive Board shall call a special convention within 30 days upon receipt of a demand from three or more District Boards or Labor Councils comprising a membership of not less than 16,000. The reason for such convention must be stated in the demand and incorporated in the convention call.

Per Capita

Clause 22. Per capita tax to the General Executive Board of the O. B. U. shall be ten cents per month, which shall be paid through the Central Labor Councils and District Boards where same exist.

Clause 23. Any organization not within the jurisdiction of a Central Labor Council or District Board may be affiliated with and pay per capita direct to the General Executive Board.

Supplies

Clause 24. All supplies to be delivered to Central Labor Councils and District Boards where same exist, said Councils and Boards shall be responsible to the General Executive Board for payment.

Clause 25. All supplies to be furnished the membership at cost.

Clause 26. General Executive to issue a special membership card for members sick, unemployed or on strike. Local unions to

be empowered according to their own needs and circumstances to release members from payment of dues during sickness, strikes and unemployment.

Official Membership Receipt

Clause 27. Each organization affiliated with the O. B. U. must use the official membership receipt unless exempt by the General Executive Board.

Clause 28. The General Executive Board shall issue official membership receipt books in triplicate to the Central Labor Councils and District Boards who shall distribute to their affiliated organizations; the original receipt shall be placed in the member's folder; and all the duplicate receipts shall be sent to the secretary of the Central Labor Council or District Board together with a monthly remittance of per capita tax; the duplicate receipts shall remain in the possession of the local organization.

Central Labor Council

Clause 29. The following is recommended as a basis for representation of affiliated organizations to the Central Labor Councils: One delegate for the first 50 members, or less, and one additional delegate for each succeeding 100 members or major fraction thereof.

Clause 30. No delegate shall be seated in a Central Labor Council who is not a

bona fide wage-earner and a paid-up member of the O. B. U.

Clause 31. In small towns and in isolated places where few workers are employed, they shall organize into one unit, including all branches. Members of these branches shall be controlled by central organization of the industry to which they belong.

Clause 32. All funds maintained by local units shall be the property of the members composing said local units.

Disputes and Strikes

Clause 33. Whenever any dispute exists which the local unit affected cannot settle through its Grievance Committee, the dispute shall be referred in writing to their Central Labor Council or District Board.

Clause 34. A Central Labor Council or District Board to whom a dispute has been referred shall, through their Grievance Committee, endeavor to effect a settlement; failing a settlement, the Central Labor Council or District Board, if they consider the dispute is of sufficient importance to the workers, shall refer the same in writing to the General Executive Board.

Clause 35. If any Central Labor Council or District Board refuses to refer such dispute to the General Executive Board, the local unit affected shall have the right to refer the dispute to the General Executive Board.

Clause 36. Should the General Executive Board consider a dispute of sufficient importance, they shall refer same in writing to the Central Labor Councils and District Boards. Should a majority of the Central Labor Councils and District Boards vote in favor, the General Executive Board shall be empowered to call a strike of all affiliated bodies.

Clause 37. Nothing in the previous clauses shall prevent any Central Labor Council or District Board from calling a strike in their own district industry, provided, however, that any Council or Board, calling a strike without the consent of the General Executive Board, does so on its own responsibility.

Clause 38. Whenever a strike in any district or industry takes place, no member of the One Big Union shall handle directly or indirectly any products of the industry on strike.

Holding Meetings

When the meeting is the outcome of a previous meeting, the delegate or camp committee must see that all proper arrangements are made.

If the meeting is called by the delegate, committee or members, be sure and give as much notice as possible so that every one who is interested can have the opportunity to attend. Make all necessary arrangements for the holding of the meeting.

Attend and open the meeting on time.

The delegate, or secretary of camp committee, will open the meeting and call for nominations for Chairman. Any one can nominate and it does not require a seconder.

After calling sufficiently for nominations the temporary chairman declares nominations closed, or someone present moves to that effect, which, being carried, if there is only one nominee, he takes the chair. If more than one is nominated the acting chairman calls for a vote for and against each one, in the order in which they were proposed. If the members desire to have some one for chairman who was nominated second, or later, they must vote against the others as their names are put to the vote, if not, as soon as one nominee has

more votes for him than there are against he is declared elected and the others are not voted upon.

As soon as the chairman is elected, he takes the chair, and if there is not some one already elected to act as secretary he calls for nominations and follows the same course as in the election of chairman. Usually the camp delegate, or the secretary of committee, if there is one, will act as secretary of the meeting.

If there has been a previous meeting the minutes of it will be read and a motion made that they be adopted as correct. Before putting the motion any one can challenge the accuracy of the minutes but cannot discuss any action or question in them, the only question before this meeting is, are the minutes correct? If so, then the vote is to adopt them, or if not a true record they can be corrected and then adopted.

In dealing with correspondence, each piece is read; if unimportant it is filed. To save time the Chairman can say, "If there is no objection the communication will be filed."

If the members desire to discuss the contents they should first make a motion recommending some course of action be taken in connection with the matter referred to in the letter, or they move that the letter be received, and this motion

must be seconded before the letter can be discussed. After a motion is properly made the Chairman repeats it so that everyone clearly understands what the proposal is; he then asks, "Are you ready for the question?" and it is then open for discussion.

So as to clearly understand the contents of the letter it is quite in order to ask for information concerning the contents, which question can be answered by anyone who can do so. If necessary, an amendment to the motion can be made; also an amendment to the amendment, but these must not be directly opposite to the previous motion. For instance, you cannot move to "do something" and then move as an amendment "that we do not do so." For you could secure the same end as proposed in the amendment by defeating the original motion. Except the mover of a motion, who may speak twice, no one should speak more than once on any question. They should learn to say all they wish simply, clearly, and completely, and not say one thing and then sit down and a moment after get up to say something else which had been forgotten. Certainly no one should speak twice, whilst someone who has not spoken wishes to do so.

If for some reason it is not desired to discuss some piece of correspondence at the time it is read, it can be referred to new business, or some other part of the pro-

ceedings, and will then come up for consideration under that heading of business.

Under new business first take up anything referred to this time for a previous order of business unless there is some reason why it should be left till later.

Under Good and Welfare practically any question can be discussed.

When possible, before closing a meeting, fix the time and place of next meeting.

If there is no further business it is moved to adjourn.

Order of Business

Election of Chairman.

Election of Secretary.

Minutes of Previous Meeting.

Correspondence.

Reports of Officers and Committees.

Financial Report.

Unfinished Business.

New Business.

Good and Welfare.

Adjournment.

GENERAL INSTRUCTIONS

It is not good to allow any motions to be made after the amendment to the amendment, except certain privileged motions which are always in order. Make the speakers stick to the question before the meeting and not talk about other things

which the members are not at that time considering.

Do not permit personalities or abusive language.

Always make the speaker address the Chairman and ask any questions through him which it is wished to put to another member.

If a member shows a tendency to monopolize the whole meeting see that he does not do so, and give everyone an equal chance. If necessary, limit the time that any person can speak. No one can speak until the Chairman has recognized him and given him the floor. When more than one gets up at a time the Chairman shall give the floor to the one who first arose and addressed him. A member cannot stand at the same time that someone else is speaking.

Speakers must not be interrupted except by the Chairman on a point of order, or unless someone rises to a point of order, in which case, he says, "I rise to a point of order." The Chairman asks him to state the point of order and he must reply briefly and to the point, showing that the speaker whom he interrupted was not conforming to the proper procedure. He cannot enter into any discussion upon the question before the meeting but must confine himself to the point of order. The Chairman then rules his

objection to be either well taken (correct), or not well taken (incorrect). In the former case the original speaker who was interrupted proceeds with his speech, but has to refrain from following the line to which objection was raised, but if the objection was not well taken the speaker follows along with his talk as if the interruption had not taken place.

Any one can appeal from the ruling of the Chairman, in which case someone else takes the chair, the objector states his reason for the appeal, the Chairman gives his reason for his decision. No one else has anything to say on the matter, the acting-Chairman says, "The question is, shall the ruling of the chair be sustained? All in favor say 'aye,' all opposed, 'no.'"

After the vote the original Chairman resumes the chair and the meeting proceeds in conformity with the decision of the meeting as to whether the Chairman's decision was upheld or not.

When a discussion has proceeded for a reasonable time, and it is desired to curtail the discussion, someone can call for the previous question. There can be no further discussion until the motion has been put by the Chairman, who says, "The motion is, 'Shall the main question now be put?'" If the majority vote is in favor of the previous question being put there can be no further debate and the original motion is

then voted upon. If, however, the motion for the previous question is defeated, then the discussion can be continued.

The Chairman must be impartial whilst he is in the chair; if he wishes to discuss the question he must vacate the chair and put someone else in his place.

When the Chairman has declared the result of a vote as carried, or lost, any member can call for a show of hands which must then be counted by some other person appointed for the purpose.

No motion shall be debated upon until stated from the chair.

Any member speaking shall rise and respectfully address the chair. He shall confine himself to the question and avoid personalities, and under no circumstances make use of abusive language.

When a question is before the meeting no motion shall be received except, 1—to adjourn; 2—to lie on the table; 3—for previous question; 4—to postpone; 5—to amend. These motions have precedence in the order they stand arranged. The following privileged questions are not debatable: 1—to adjourn; 2—to lie on the table; 3—for the previous question; 4—to read matter pending a question; 5—to reconsider; 6—all questions of order arising after a motion is made.

Instructions to Delegates

Members of any district can pay dues to any Camp Delegate.

When old members pay dues, Delegates must be sure and give the full letters which go with the number of every member, otherwise it may be very difficult to trace his membership record owing to each district office having a different letter to record its members by. Unless this information is given endless confusion will result. Give both ledger and O.B.U. number.

The Delegate will send his report to the office which issued his credentials. If Delegate moves from one district to another he should get new credentials from the office of the district he moves to, giving the number of his old credential so that his previous record can be completed.

The Delegate should draw a receipt when he makes a payment on account of his own dues.

Be sure and place carbon paper between the white and pink receipts, and another between pink and green receipts.

Leave green receipts in book and return the book to your district headquarters when finished.

Ex-service men, or those carrying cards in good standing, are admitted without payment of entrance fee. In such cases write on the receipt, ex-service or union.

Examine books of all members in camp regularly to see they are up-to-date with their dues.

Write plainly. Print the name, thus, J. SMITH.

Spell the name correctly; when in doubt ask the member to write it himself.

Give good notice when you will need more supplies.

When you send in a list of payments which includes any who are coming to town, tell headquarters to hold the receipts in office.

If folders, or receipts, are sent you, of members who have left the camp, return them to headquarters promptly.

If you leave camp turn your supplies over to someone who will act as delegate, and leave written authority for him to collect your mail which may be en route from headquarters.

See that all papers and literature from headquarters are properly distributed.

Members before leaving camp should report to the Camp Delegate.

Don't hesitate to make suggestions for more effective methods of carrying on the organization.

Return cancelled duplicates to office.

Use all receipts in book before commencing another book.

Delegates are entitled to a commission of 50 cents for each new member they sign up.

MacInnis Coll.
Box 77-6

ORGANIZE

Join the One Big Union

The O.B.U. is organized
into Industrial Branches
and the Workers should
immediately join the
branch of their particular
industry.



Workers of the World Unite